

Associated Students of the Performing Arts Constitution

ASOPA, being recognized by the University of Wyoming as a student organization, pursues the interests of its members in working, performing and presenting theatrical and dance productions for the ASOPA membership, the department of theatre and dance, the university community and the Laramie community. Our organization works hand-in-hand with the department of theatre and dance with many special productions that arise throughout the course of the year. The organization allows students another outlet for performing and presenting theatrical or dance work. Further, the organization often provides some financial assistance to its members for traveling to festivals, conferences and/or graduate auditions. Members must take full advantage of all the outlets that this organization has to offer.

ARTICLE I NAME OF ORGANIZATION

SECTION 1. This organization shall be known as the Associated Students of the Performing Arts; hereafter referred to as ASOPA or organization.

ARTICLE II PURPOSE

SECTION 1. PURPOSES

1. ASOPA is willing to abide by all policies established by the University of Wyoming
2. Promote effective communication between students and faculty in the Department of Theatre and Dance.
3. Act as mentors and a support system to fellow students.
4. As needed, assist students with input to the faculty on issues of concern to the department.
5. Provide members with performance and technical opportunities beyond those provided by the department.
6. Assist new students in becoming acquainted with the department and the University.
7. Provide social activities. Dram Prom is an annual end-of-the-year celebration sponsored and organized by the Executive Committee of ASOPA.
8. Assist in deferring the cost of members' expenses with ACTF, ACDF, USITT, U/RTA and other related festivals and conferences as approved by the Executive Committee.
9. Provide organizational services to the department.
10. Raise funds for the purpose of the organization.

SECTION 2. AFFILIATION WITH THE UNIVERSITY OF WYOMING

ASOPA will abide by all University of Wyoming regulations that govern recognized student organizations.

SECTION 3. AFFILIATION WITH OTHER GROUPS

The ASOPA membership and Executive Committee, in concert with the faculty, will determine if the organization will work with different local, state or national entities.

ARTICLE III MEMBERSHIP

SECTION 1. MEMBERSHIP

Membership will be composed of any and all University of Wyoming students who are interested in the Performing Arts and who support the purposes of the organization as outlined in ARTICLE II and who pay the dues of the organization. Non-due paying members may still attend general meetings, but will be unable to participate. Membership shall also be limited to currently enrolled UW students, faculty, and/or staff members.

SECTION 2. MEMBERSHIP CLASSIFICATION

Members will be classified by acting, dance, and technical focus. The Acting classification will consist of actors and actors with a musical theatre emphasis. The Dance classification will consist of dancers. The Technical classification will consist of technicians, designers and managers.

SECTION 3. DUES

Dues for membership in ASOPA shall be \$15 per year payable to the organization or will be in such amounts and payable at such times as determined by the Executive Committee.

SECTION 4. VOTING

All dues-paid members will have one vote for the purpose of conducting the organization's business. Officers will also have one vote, except that the President will only vote to break a tie.

SECTION 5. ASSOCIATE MEMBERSHIP

Faculty members will be automatically considered Associate Members. All dues will be waived. Associate Members will not have voting rights.

SECTION 6. RIGHTS AND PRIVILEGES

Members in good standing will receive all benefits of the organization.

SECTION 7. POINT SYTEM

A system will be established to determine the good/bad status of members and their eligibility for financial assistance as in accordance to Article 2-Section 1.7.

SECTION 8. NON-DISCRIMINATION CLAUSE

ASOPA admits students without regard to their race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.

**ARTICLE IV
OFFICERS**

SECTION 1. EXECUTIVE COMMITTEE

The Executive Officers of ASOPA shall consist of eleven officers of the organization designated as President, Vice-President, Treasurer, Secretary, Acting Representative/ Musical Theatre Representative, Dance Representative, Technical Representative, At-Large and Associate Officer (Faculty Advisor). Officers will serve as the Executive Committee of the organization.

SECTION 2. DUTIES AND RESPONSIBILITIES

The duties and responsibilities will be determined by the Executive Committee and approved by the membership with a majority vote. The duties and responsibilities are listed in the organization's by-laws.

SECTION 2. DUES

Dues for members elected to the Executive Committee will be waived.

SECTION 3. RIGHTS AND PRIVILEGES

Officers in good standing will receive all benefits of the organization.

SECTION 4. POINT SYSTEM.

A system will be established to determine the good/bad status of officers and their eligibility for financial assistance as in accordance to Article 2-Section 1.7.

ARTICLE V OPERATIONS

SECTION 1. Following each selection of change of any officer/advisor, the Campus Activities Center will be notified: The President, Treasurer, Secretary, Acting, Dance, At-Large and Technical Representatives of the organization will be elected each spring semester to allow time to prepare the budget, revise the constitution as needed, and prepare registration forms for the coming year. Only members in good standing are eligible to run for office and elect members to office. All candidates shall be nominated from the floor. Voting shall be (by ballot, standing vote, show of hands, oral vote, or etc.), as decided by the organization. A 3/4 majority of all votes cast shall be necessary for election. The Associate Officer will tabulate and provide the results to the incumbent President. The Executive Committee will establish a deadline for members to submit nominations for elections. The President, Treasurer, Secretary, Acting, Dance, At-Large and Technical Representatives are elected and activated for a period of a one-year term starting at the beginning of the organization's fiscal year. The month of April and/or May is a transition period for the new officers to adjust to the leadership positions.

Section A. OFFICE OF PRESIDENT

The office of the President is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing. It is preferable but not necessary that the nominees of this office should have served in a previous position on the Executive Committee.

Section B. OFFICE OF VICE PRESIDENT

The office of the Vice President is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing. It is preferable but not necessary that the nominees of this office should have served in a previous position on the Executive Committee.

Section C. OFFICE OF TREASURER

The office of the Treasurer is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing.

Section D. OFFICE OF SECRETARY

The office of the Secretary is open to all members of ASOPA and will be nominated, voted on and elected by current ASOPA members in good standing.

Section E. OFFICE OF ACTING/MUSICAL THEATRE REPRESENTATIVE

The office of Acting Representative is open to all members in the membership classification of Acting. The Acting Membership will vote on and elect an acting representative.

Section F. OFFICE OF DANCE REPRESENTATIVE

The office of Dance Representative is open to all members in the membership classification of Dance. The Dance Membership will vote on and elect a dance representative.

Section G. OFFICE OF TECHNICAL REPRESENTATIVE

The office of Technical Representative is open to all members in the membership classification of Technical. The Technical Membership will vote on and elect a technical representative.

Section H. OFFICE OF AT-LARGE REPRESENTATIVE

The office of AT-Large Representative is open to all members of ASOPA and will be nominated, voted on and elected by the current ASOPA executive committee (members in good standing).

SECTION 2. THE ASSOCIATE OFFICER (FACULTY ADVISOR)

The Associate Officer will be determined by the faculty of the Department of Theatre and Dance and will serve as Advisor to the organization and liaison between the faculty and the Executive Committee. The Associate Officer will be a member of the Executive Committee. The Associate Officer will serve in that position until replaced by the faculty of the Department of Theatre and Dance.

SECTION 3. VACANCIES

Section A. ELECTED POSITIONS

Vacancies of the elected positions on the Executive Committee will, on an interim basis, be filled by a majority vote of the Executive Committee. The interim replacement will serve the remainder of the unexpired term. The new officer will receive a reimbursement for his or her dues as determined by the Executive Committee.

Section B. ASSOCIATE OFFICER

Vacancies to the faculty appointed position on the Executive Committee will be filled by methods determined by the faculty of the Department of Theatre and Dance. The Executive Committee will make recommendations to the faculty on possible appointments.

SECTION 4. REMOVAL OF OFFICERS

From time to time, officers may need to be removed from the Executive Committee because of failure to perform duties or violations of University of Wyoming regulations.

Section A. ACADEMIC PROBATION

When an officer of ASOPA is placed on Academic Probation, as determined by the University of Wyoming, he or she must rightfully and respectfully resign his or her position. He or she will be eligible to run for office once the University of Wyoming removes him or her from academic probation.

Section B. FAILURE OF ELECTED OFFICERS TO PERFORM

When it has been motioned by a member during a regular business meeting that an officer of ASOPA has failed to perform his or her duties of elected office repeatedly, requests a vote to remove the officer and a 2/3 majority of the members present at the meeting vote in favor of removing the officer in question, then by the power of the membership the officer will be removed from office and replaced as outlined in ARTICLE V, SECTION 3A.

Section C. FAILURE OF THE ASSOCIATE OFFICER TO PERFORM

The membership must vote in a 2/3 majority during a regular or special meeting to show their support for removing the Associate Officer from the Executive Committee. The motion must include valid reasons why the Associate Officer has failed his or her responsibilities to the organization repeatedly. The Executive Committee will then present and discuss the passed motion with the faculty of the Department of Theatre and Dance. The faculty of the Department of Theatre and Dance has sole authority to replace the Associate Officer.

ARTICLE VI MEETINGS

SECTION 1. GENERAL MEMBERSHIP MEETINGS

Meetings will be held bi-monthly at a time and location designated by the Executive Committee. The Executive Committee as deemed necessary may call additional meetings. The Executive Committee may also cancel meetings.

SECTION 2. EXECUTIVE COMMITTEE MEETINGS

The ASOPA meeting time shall be determined and announced by the executive board prior to the first week of the fall semester. Executive committee meetings will be held no less than once prior to every general membership meeting at a time and location designated by the Executive Committee. The Executive Committee as deemed necessary may call additional executive committee meetings. Executive

committee meetings may not be canceled unless the Executive Committee votes as a majority to cancel the meeting.

SECTION 3. GENERAL MEMBERSHIP MEETING ATTENDANCE

Attendance at general membership meetings is mandatory for both members and the officers of the Executive Committee.

SECTION 4. EXECUTIVE COMMITTEE MEETING ATTENDANCE

Section A. Attendance at the executive committee meetings is mandatory for the officers of the Executive Committee.

Section B. The general membership is able to attend executive committee meetings and the first 15 minutes will be dedicated for the general membership to put forth comments, complains, ideas, etc.

**ARTICLE VII
COMMITTEES**

SECTION 1. COMMITTEES

The President or Vice President may establish committees from time to time. Such committees will serve the interests of the organization.

SECTION 2. COMMITTEE CHAIRPERSONS

The chairperson of the committee will be appointed by the President or Vice President or be elected by a majority vote of members in good standing at a business meeting.

SECTION 3. COMMITTEE MEMBERS

Members of the committees may be appointed by the President, the Vice President or the Committee Chairperson; subject to the approval of the Executive Committee.

SECTION 4. REMOVALS OR VACANCIES

Members of the committees or the Chairperson thereof may be removed by the Executive Committee once failure to perform an assignment has been established. The President, the Vice President, or the Committee Chairperson, subject to the Executive Committee approval, may appoint replacements on committees.

**ARTICLE VIII
PUBLICATIONS**

SECTION 1. GENERAL INFORMATION

The organization may produce such publications, as the Executive Committee may deem appropriate and helpful to the membership. The Executive Committee will use a public internet forum to post information that members can see at any reasonable time. This information will include a copy of this constitution, point information, job descriptions of the officers, committee lists, activity lists, proposals for productions and the process of proposing a production to the Executive Committee. The postings will be done by the Secretary and/or the At-Large position for the Executive Committee.

**ARTICLE IX
POWERS AND EXECUTION OF PAPERS**

SECTION 1. POWERS

The Executive Committee, who will have and may exercise the powers of the organization, including the hiring, shall manage the affairs of the organization or contracting of such staff as may be appropriate to execute the operations of the organization. The Executive Committee may assign such responsibilities

and powers as may be appropriate to such staff in so far as the responsibilities and powers are allowable by law.

SECTION 2. EXECUTION OF PAPERS

The Executive Committee may generally, or in particular cases, authorize the execution of papers in some other manner: all contracts, transfers, and other obligations made, accepted or endorsed by the organization will be signed by the President or his/her designated agent of the organization.

**ARTICLE X
RECORDS AND OFFICE**

SECTION 1. RECORDS

The organization will keep accurate and complete records of accounts and will keep minutes of the proceedings of its membership, Executive Committee, and committees having any authority delegated by the President or the Executive Committee.

SECTION 2. OFFICE

The office of the organization will be located at such place as the Executive Committee may from time to time determine.

**ARTICLE XI
FISCAL YEAR**

SECTION 1. FISCAL YEAR

The fiscal year of the organization shall begin the day following spring commencement and will end the day of spring commencement.

**ARTICLE XII
FINANCES**

SECTION 1. CONTRACTS

ASOPA is funded through membership dues and ASUW. The Executive Committee may authorize any office or officers, agent, or agents of the organization, in addition to the officers so authorized by this constitution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization; such authority must be in writing and may be general or confined to specific instances. No individual student or students may enter a binding contract that involves ASUW funds. The terms of any contract the organization enters with ASUW will be negotiated and finalized by working with the Campus Activities Council. No debts or obligations will be incurred, and none will be honored in the name of the organization without authority having first been granted by a majority vote of the Executive Committee.

SECTION 2. In the event that the organization is dissolved, all remaining funds collected from dues will be equally distributed amongst dues-paying member. Any additional remaining funds will be donated to ASUW.

SECTION 3. CHECKS

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the organization will be held by and signed by either the Treasurer or the Associate Member (Faculty Advisor) only.

SECTION 4. DEPOSITS

All funds of the organization will be promptly deposited to the credit of the organization in such banks, or other depositories as the Executive Committee may select.

SECTION 5. GIFTS

The Executive Committee may solicit or accept any contribution, gift, bequest, grant, or device, consistent with the purposes of the organization or for any special purpose of the organization.

SECTION 6. DISSOLVING OF ORGANIZATION

Any funds remaining in the organization's possession, if the organization is dissolved, will be disbursed in accordance to the by-laws of this organization.

**ARTICLE XIII
AMENDMENTS**

SECTION 1. AMENDMENTS

After University recognition is granted, any proposed changes in the approved constitution or bylaws must be presented to the Campus Activity Center for approval, and such changes shall not be effective until approval is granted. The articles of this constitution may be altered, amended or repealed in whole, or in part. Proposed amendments must be available to members for reviewing at least one week prior to voting on the proposed changes. A two-thirds majority vote of the members present at a general meeting must approve any amendments to the constitution. Amendments should be prepared one week in advance of the general meeting, with membership being established two weeks prior.

SECTION 2. ASUW APPROVAL

Any proposed changes to the constitution must be presented to the Student Organization Committee for approval, and such changes will not be effective until approval is granted.

Associated Students of the Performing Arts

By-laws

MEMBERS

- SECTION A. GOOD/BAD STANDING—For members not requesting financial assistance. Members must pay their dues by the appropriate deadlines. These members will be in good standing for the remainder of the year and can receive points. Those who miss the fall deadline must wait until the next semester to submit their dues and earn points. Any unused points earned during the fiscal year can be carried over for financial assistance points the following year. Funds cannot be distributed for personal use. All funds distributed by the organization must be used towards festivals or performance opportunities.
- SECTION B. GOOD/BAD STANDING—For members requesting financial assistance to festivals and conferences. Members requesting financial assistance to festivals and conferences must pay their dues by the appropriate deadlines. These members will be in good standing for the remainder of the year and can receive points. Those who miss the fall deadline must wait until the next semester to submit their dues and earn points. Members attending ACTF, ACDF, URTA or USITT must have earned points delegated by the Executive Committee in order to receive funds. Any unused points can be carried over to financial assistance points the following year.
- SECTION C. GOOD/BAD STANDING—For members of the Executive Committee. Members of the Executive Committee must fulfill the responsibilities of their job descriptions as listed in these by-laws. If members of the Executive Committee have not been removed from office by the end of the fall semester then they are eligible for financial assistance and all the benefits of the organization. The officers of the Executive Committee will be in good standing until the last day of the fall semester and if they are not removed they will remain in good standing until the end of their term, unless removed from office prior to the last day of the fall semester where as they will be removed from good standing status. Any officer removed from the Executive Committee for failure to perform will be denied financial assistance, privileges of the organization and will have their membership suspended for one semester.
- SECTION D. POINT SYSTEM
- Each activity on the ASOPA yearly calendar will be assigned points. The total points will be figured on an ASOPA member working one slot of each activity. ASOPA members can work each individual activity once or any combinations of activities to earn points. Points will be given out in denominations of 10 or 2. Occasionally certain activities will be given points in denominations of 5.
- Involvement in any of the following activities will receive points:
- a. Members performing in a main production that is produced through the Department of Theatre and Dance will receive 50 points each.
 - b. Members performing in a main dance production that is produced through the Department of Theatre and Dance will receive 70 points each.
 - c. Members designing for a main production that is produced through the Department of Theatre and Dance will receive 70 points each
 - d. Members crewing for a main stage production (not required by a class) will receive 30 points each.
 - e. Members performing or designing for a production that is produced through ASOPA (i.e. 48 hour relays, 10 minutes festivals, etc) or any other student produced productions will receive 30 points each.
 - f. Members who participate in clubs that are supported by ASOPA (i.e. Improv club, SAS, etc) will receive 2 points for each meeting that he/she attends, but this is not to exceed 40 points.

Points can be awarded only by the members of the Executive Committee. A member of the Executive Committee must be present at an event in order for points to be awarded. Each representative will keep record of the points received by the members for whom he/she is responsible for representing. The Executive Committee will keep a binder of all recorded points. The Executive Committee will not receive additional points for their position.

SECTION E. RIGHTS AND PRIVILEGES

SECTION 1. MEMBERS IN GOOD STANDING

Members in good standing will enjoy the following rights and privileges:

1. One comp ticket to each UW Main Stage productions (Determined by Box Office)
2. Can vote on offices in the Executive Committee
3. Are considered in the selection pool for committee chairpersons and committee members
4. Are the selection pool for production managers, technical directors, production and technical staffs, directors, choreographers, dancers and actors for ASOPA PRODUCED productions
5. Are able to seek financial assistance to festivals and conferences if they meet the required deadlines as mentioned above
6. Have one vote on all business addressed at general business meetings
7. Executive Officers will be able to post their picture, information and ASOPA information on the ASOPA web page in the Department of Theatre & Dance's Homepage.

SECTION 2. MEMBERS NOT IN GOOD STANDING

1. There are no rights or privileges for members NOT IN GOOD standing

DUES

SECTION A. AMOUNT OF DUES

Dues shall be determined by the Executive Committee at the beginning of each academic year. An increase in the amount of dues will be applied to any members not paying their dues by the deadline set by the Executive Committee. Dues shall be lowered appropriately for members joining in the spring semester.

SECTION B. DEADLINE FOR MEMBERSHIP

Members must pay their dues by the deadline set by the Executive Committee. A second deadline will be set in the spring semester for members joining in the spring semester. Dues can be paid for the present year starting May 1 when the new Executive Committee takes office and the new fiscal year starts. Dues must be paid to the Treasurer.

SECTION C. CHARGES FOR CHECKS WITH INADEQUATE FUNDING

All checks must have adequate funding, in order to be accepted by the Treasurer. If a check returns to the Treasurer with inadequate funding, there will be a \$10.00 charge installed to the person(s) responsible for the inadequate funded check. The person(s) responsible for the inadequate funded check will then have to pay \$10.00 plus the amount of the original check. From thereafter the person(s) responsible for the inadequate check must pay in cash.

OFFICERS

SECTION A. ELECTION OF EXECUTIVE COMMITTEE

SECTION 1. NOMINATIONS

Nominations are due to the Secretary by 5:00pm on the second-to-last Friday of March.

SECTION 2. DATE OF ELECTIONS

Ballots will be distributed the last Thursday of March and must be turned into the specified location in the Main Office by 4:30pm on the last Friday of March. The Associate Officer will pick up the ballots at the end of the day. The Associate Officer will provide the results to the incumbent President the following day.

SECTION 3. ELECTION METHOD

Secret ballots will be used with each ballot signed and initialed by the Secretary. Only members in good standing will receive a ballot. All members in good standing will be able to vote for the President, Treasurer and Secretary. Only members with good standing status in the individual member classifications can vote for the Acting, Dance and Technical Representatives.

SECTION B. DUTIES OF EXECUTIVE COMMITTEE

SECTION 1. PRESIDENT

The chief executive officer for the organization shall be the President. The duties of the President shall preside at all meetings, call special meetings, and to appoint committees. The President shall supervise and coordinate business and affairs of the organization. The President will be the main liaison between the faculty and the organization, communicating the needs of the department to the membership and the needs of the membership to the department. The President may submit required organizational paperwork to ASUW for continued "recognized student organization" status. The President will delegate tasks and appoint committees for required organizational activities. The President will be the liaison between ASUW and the organization, updating the Executive Committee and membership of upcoming events, requirements and other important information. The President will represent the organization at any ASUW meetings or Department of Theatre and Dance faculty meetings. The President will oversee all activities of the Executive Committee, control all meetings, and be available for all members to answer questions regarding the organization.

SECTION 2. THE VICE PRESIDENT – The Vice President is the primary assistant to the President. The duties of the Vice president shall be to perform all duties of the President in his/her absence, and to serve as a program chairperson. The Vice President is the primary liaison to between the Executive Committee and the student membership. The Vice President, in accord with the President may submit required organizational paperwork to ASUW for continued "recognized student organization" status. The Vice President will assist the President with delegating tasks and appointing committees for required organizational activities.

SECTION 3. TREASURER

The duties of the Treasurer shall be to keep an accurate and complete record of all monetary transactions and to collect club dues. The Treasurer must disperse Fund money in accordance with regulations of the University. The Treasurer shall keep full and accurate accounts of receipts and disbursements of the organization and shall deposit all money and other valuable effects of the organization in the name and to the credit of the organization in such banks or depositories as the Executive Committee may designate. Whenever required by the Executive Committee, the Treasurer shall render a statement of the accounts of the organization. The Treasurer shall at all reasonable times exhibit the organization's books and accounts to any officer of the organization upon request. The Treasurer, in concert with the Secretary, will collect all dues of the general membership, maintain an updated membership list that will be distributed to the members of the Executive Committee and the Box Office of the theatre. The Treasurer is responsible for dividing profit into the organization's different accounts. The Treasurer pays all of the organization's bills and expenses. If necessary, the Treasurer will work with the

President and general membership to establish an ASUW budget request for the following academic year. The Treasurer will work with the President, Representatives and Faculty in establishing budget requests for individual festivals or conferences. The Treasurer will perform all the duties customarily incident to the position of the Treasurer, subject to the control of the Executive Committee. If necessary, the Treasurer will work with the Executive Committee in establishing a calendar for the organization's activities for the following fiscal year.

SECTION 4. SECRETARY

The duties of Secretary shall be to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the Branding Iron and post information regarding meetings and activities, and make necessary reports. Secretary shall keep the notes of the Executive Committee and the minutes of the general membership and shall see that all notices are duly given in accordance with the provisions of the constitution and by-laws. The Secretary shall be custodian of the organization's records. The Secretary will be responsible for keeping track of the organization's point system as outlined in the by-laws of the organization and required by Article 3-Section 7 and Article 4-Section 10 of the Constitution. The Secretary is responsible for taking attendance at meetings, disseminating the notes from those meetings by 5pm the next day and, when necessary, relaying important information to the membership. In concert with the President and or the Associate Member, the Secretary will oversee any preparation of ballots for the organization. The Secretary will perform all other duties customarily incident to the office of Secretary, subject to the control of the Executive Committee, and shall perform such additional duties as shall from time to time be assigned to him/her by the Executive Committee. When necessary, the Secretary will work with the Executive Committee in establishing a calendar for the organization's activities for the following fiscal year. The secretary, in concert with the At-Large officer, shall be responsible for updating any webpages and the bulletin board.

SECTION 5. ACTING REPRESENTATIVE

The Acting Representative is the liaison between the members in the acting classification and the Executive Committee. The Acting Representative will work in conjunction with the Executive Committee, the Associate Member and the Head of the Department to plan festivals, conferences or activities deemed appropriate by the Executive Committee. The Acting Representative may, when necessary, make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval.. The Acting Representative may, from time to time coordinate, along with the Dance and Technical Representatives, and the department of theatre and dance, the student written one-acts, cabaret nights, ACTF showcase nights, and any other presentations as deemed appropriate by the Executive Committee.

SECTION 6. DANCE REPRESENTATIVE

The Dance Representative is the liaison between the members in the dance classification and the Executive Committee. The Dance Representative will work in conjunction, if necessary, with the dance faculty in planning the travel and accommodations of members attending ACDF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. When necessary, the Dance Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Dance Representative will coordinate, along with the Acting, Technical Representative, any other established committees and the department of theatre and dance, the student dance comps, ACDF showcase nights, cabaret nights, and any other presentations deemed appropriate by the Executive Committee. When necessary, the Dance Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 7. TECHNICAL REPRESENTATIVE

The Technical Representative is the liaison between the members in the technical classification and the Executive Committee. The Technical Representative will work in conjunction, if necessary, with the Acting Representative in planning the travel and accommodations of members attending USITT, ACTF and any other festivals, conferences or activities deemed appropriate by the Executive Committee. When necessary, the Technical Representative will make a projected list of costs and distribute it to the members of the Executive Committee for discussion, amending and approval. The Technical Representative will coordinate, along with the Acting and Dance Representatives, any other established committees and the department of theatre and dance, the student written one-acts, cabaret nights, ACTF showcase nights, ACDF showcase nights, the student dance comps, and any other presentations as deemed appropriate by the Executive Committee. When necessary, the Technical Representative will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year.

SECTION 8. ASSOCIATE OFFICER (FACULTY ADVISOR)

A faculty member, determined by the Department of Theatre & Dance faculty, shall be the Advisor to the organization and will be considered an Associate Officer in the Executive Committee. The Associate Officer will not have voting rights. The Associate Officer will be the liaison between the faculty of the Department of Theatre and Dance and the Executive Committee. In concert with the President, the Associate Officer will take information and ideas to the faculty and will provide information from the faculty to the Executive Committee. The Associate Officer will attend all Executive Committee meetings as necessary and/or as requested by the Executive Committee, providing additional perspectives and opinions. The Associate Officer will be a cosigner on the financial accounts established by the Executive Committee. The Associate Officer will tabulate the results of the yearly Executive Committee elections and provide the information to the incumbent President on the following day of the election. When necessary, the Associate Officer will work with the Executive Committee in establishing a calendar of the organization's activities for the following fiscal year and will provide information about the Department of Theatre and Dance calendar of events for the following academic year.

SECTION 9. AT-LARGE MEMBER

The Member At-Large will serve as an assistant and proxy for all Executive Committee positions. The Member At-Large will also serve a publicity coordinator, in concert with the Fine Arts Publicity person and the Executive Committee. This member may also be called upon to delegate or organize committees for ASOPA. The At-Large member, in concert with the secretary, shall be responsible for updating and webpages and bulletin board. The At-Large member, in concert with the Vice-President shall serve as a liaison between the student membership and the Executive Committee.

SECTION 10. EXECUTIVE COMMITTEE

Each officer is responsible for continuing the information that will be passed on to him or her at the beginning of his or her term of office. Each officer is responsible for continuing the record of his or her office for future reference. The record should explain the past, present and possible future of that office. All members of the Executive Committee are responsible for establishing a calendar of the organization's activities and events for the following fiscal year. This calendar should be firmly in place by the end of the fall semester to allow time to prepare for any special needs, work around the Department of Theatre and Dance's calendar and to request any necessary funds from ASUW during the budgeting process in the early part of the spring semester. The

Executive Committee will also be responsible for updating the website and bulletin board.

MEETINGS

SECTION A. DATES

General Membership meetings will be held on the second and fourth Sunday of each month unless otherwise scheduled by the Executive Committee. Meetings will be held in the Conference Room and will consist of the first 15/20 minutes of the Executive Committee meetings for the general membership to voice concerns, questions, ideas, etc. The general membership are allowed to sit in on Executive Committee meetings but are not required to do so. A calendar of the meeting times and any announcements about the meetings will be posted on the ASOPA Board one week prior to the scheduled meeting. These meeting times may change or be canceled if the Executive Committee votes in a majority to change or cancel the meetings.

SECTION B. QUORUMS

SECTION 1. GENERAL MEMBERSHIP MEETING QUORUM

A quorum shall consist of 10 members in good standing present at a business meeting of the organization, one of whom must be an officer.

SECTION 2. EXECUTIVE COMMITTEE MEETING QUORUM

A quorum shall consist of four officers of the executive committee.

SECTION C. AGENDA

The agenda for general meetings and executive meetings will be as follows:

1. Open floor
2. Committee Reports
3. Announcements
4. Old Business
5. New Business
6. Financial Updates

AMENDING BY-LAWS

SECTION A. AMENDMENTS TO BY-LAWS

SECTION 1. AMENDMENTS

The articles of these by-laws may be altered, amended or repealed in whole, or in part. Proposed amendments must be available to members for reviewing at least one week prior to voting on the proposed changes. A 2/3 majority vote of the members present at a business meeting must approve any amendments to these by-laws.

SECTION 2. ASUW APPROVAL

Any proposed changes to these by-laws must be presented to the Student Organization Committee for approval, and such changes shall not be effective until approval is granted.